

WASHINGTON COUNTY  
PLANNING COMMISSION  
COUNTY OFFICE BUILDING  
33 WEST WASHINGTON STREET  
HAGERSTOWN, MARYLAND 21740  
Telephone: (301) 791-3065



*The Court House*  
SERVING WASHINGTON COUNTY SINCE 1873

December 15, 1987

Ms. Kay Pazazinsky  
State Highway Administration  
Highway Statistics  
Maryland State Highway Administration  
707 North Calvert Street  
Baltimore, Maryland 21207

RECEIVED

DEC 28 1987

BUREAU OF HIGHWAY  
- STATISTICS

Dear Ms. Pazazinsky:

This is to confirm the information I provided one of your assistants in a phone call yesterday concerning the naming of roads in Washington County.

We are currently naming and renaming roads throughout our jurisdiction as part of a comprehensive house numbering program. We have developed lists of road names and simply work down those lists and select a name that is appropriate. Before assigning the name, however, we contact the property owners in case they may prefer another name of their choice.

In the process of this overall effort, we are also naming the many State highways and will be working through the County resident State Highway Administration engineer to coordinate this task.

I trust this will be of assistance. Should you have any questions, please call.

Sincerely,

Jack S. Hawbaker  
Executive Director

JSH/jlk

CERTIFICATE

OF ADOPTION

RECEIVED

DEC 29 1931

STATISTICS  
BUREAU OF HIGHWAYS

RESEARCH SURVEY: COUNTY ROAD NAMING PROCEDURE  
 DATE OF SURVEY: 12/14/87  
 COUNTIES SURVEYED: Anne Arundel, Caroline, Cecil, Dorchester, Frederick,  
 Howard, Queen Anne, Somerset, St. Mary's, Washington,  
 Worcester.

COUNTY	PHONE NO.	CONTACT	NAMING	RENAMING
<i>Allegany</i> X Anne Arundel	280-1476	Tom Osbourne	Not able to reach for comment.	
<i>Baltimore</i> Calvert Caroline	476-2230	Elizabeth Krempasky	1. Contact Planning Commission for plats. 2. County Commissioner looks for name duplication. 3. Vote on name.	1. Petition County Roads Board for Resolution. 2. Road name usually stays the same to avoid residential squabble.
<i>Carroll</i>				
Cecil	398-0200 (X 144)	Michael Pugh/ Don Hallogen	1. Developer suggests name to County Commissioner. 2. County Commissioner looks for name duplication. 3. Vote on name.	1. County Commissioner makes motion to rename road. 2. Residents and Property owners notified.
<i>Charles</i>				
Dorchester	228-1700 228-2920	Thomas	1. Developer suggests name to County Commissioner. 2. County Commissioner looks for name duplication. 3. Vote on name. 4. Road adopted if passed.	1. Residents submit proposal to Counsel. 2. Public hearing once a year.
Frederick	694-1149	Jim Google	1. Developer suggests name to County Commissioner. 2. County Commissioner looks for name du-	1. Renaming proposal. 2. Preliminary Plat Stage listing and Street Name Reserve List are

X = need to get info



RESEARCH SURVEY CONTINUED...

COUNTY	PHONE NO.	CONTACT	NAMING	RENAMING
Frederick	694-1149	Jim Google	plications. 3.Vote on name.	3.Residents petition name change. Must have 50% signatures of residents and property owners who live on pertaining street.
Garrett Harford Howard	992-2350	Cindy Mander	1.Developer suggests name to County Commissioner. 2.County Commissioner looks for name duplications. 3.Vote on name.	1.Present substantial reason for name change. 2.Gather majority of residential signatures petitioning name change. 3.Post Office and Fire Department check for duplications. 4.Approval = 90% agreement of Planning Board. 5.To Discourage Name Changes: Residents of involved street assume the financial responsibility.
Kent				
Montgomery				
Prince Georges				
Queen Anne's	758-1255 758-0925	Barry Perkel Jim Wright	1.Street names cannot be duplicated.	1.Street names cannot be duplicated.
Somerset	651-1424	Billy Daugherty	1.Pick a familiar or famous name in County or United States. 2.Check for duplication. 3.New road announced in County newspaper.	1.Send name change request to County Planning. 2.Check for duplication. 3.Renamed road announced in County newspaper.





RESEARCH SURVEY CONTINUED...

COUNTY	PHONE NO.	CONTACT	NAMING	RENAMING
St. Mary's	863-8400	Frank Gerred	<ol style="list-style-type: none"> <li>1.Name picked by residents of the area.</li> <li>2.Name checked against list for duplication.</li> <li>3.Petition.</li> <li>4.Board votes again. If passed, County adopts road.</li> </ol>	<ol style="list-style-type: none"> <li>1.Residents petition County Commissioner.</li> <li>2.Signatures of residents agreeing to the name change.</li> </ol>
<i>x Talbot</i>				
Washington	791-3067	Jack Hawbaker	<ol style="list-style-type: none"> <li>1.All roads named after a familiar or famous State, City, person, or place.</li> <li>2.House Numbering Program. All naming is associated with this program.</li> <li>3.Interfaced with Resident Engineer.</li> </ol>	<ol style="list-style-type: none"> <li>1.House Numbering Program. All renaming is associated with this program.</li> <li>2.Interfaced with Resident Engineer.</li> <li>3.Vote on name.</li> </ol>
<i>Wicomico</i>				
Worcester	632-1200 632-2246	Harold Morris Vic Smullen	<ol style="list-style-type: none"> <li>1.Developer sends copy of plats to Engineer to check for duplications.</li> </ol>	<ol style="list-style-type: none"> <li>1.Residents petition County Commissioner for name change.</li> <li>2.Amendments made to the County Road Inventory.</li> <li>3.Advertise Public Hearing.</li> <li>4.If there are no objections to new name a Resolution is developed.</li> <li>5.State and Federal Governments advised of change.</li> </ol>





# Street naming & renaming

11/20/87

## Notes

Allegheny County

HP/KAY/HPL/LA

(1301) 777-5951

Mr. Sanson (Director)

### Naming

New street in a sub. + - develops names  
streets - provides names - No duplication allowed  
sub. + plat reviewed -

PO calls in to find out what address  
areas <sup>right</sup> <sup>where</sup> <sup>original</sup> <sup>problem</sup> <sup>of</sup> <sup>duplication</sup> <sup>exists</sup> <sup>in</sup> <sup>3</sup> <sup>areas</sup> <sup>only</sup>  
- assign street # in 3 areas <sup>only</sup>  
Rename <sup>other names + be</sup> <sup>reg'd</sup>

Annually Cty. Rds. Dept - submit  
to State Hwy (Cty Engineers - Steven  
Ad. a list of names. Does this Young

Consensus is what gets a street <sup>777-5933</sup>  
renamed

Could be a hearing - <sup>had</sup> 1 or 2 annually  
now w/ S H A coming in + putting up signs, <sup>of some tasking</sup>  
people are now aware <sup>for change</sup> of some  
now about 12 <sup>come through</sup> ~~because~~



Baltimore County

494-3368

Sharon Luty - Hs. #s + Street Naming Agency, B. C.New name -

W/ a brand new street, will submit it via a plan or letter requesting the name. Planning office along w/ other offices, during the CRG (County Review Group) process will meet, along w/ other interested citizens to approve/disapprove these initial plans. → Utility cos. (B&E, Phone) Assessment office, Fed. P.O., get copies of plans (all are involved even before the road is built) Once is approved, it is recorded. Once she receives a "base" completion sheet, then the name, as submitted by the developer/owner, is approved. Fed. P.O. is contacted to indicate another Rd. is in such + such zip code area. Signs go up once base completion sheet done. Once it is permanent, is dedicated to the County, unless is a non-access road. All other roads stay in county hands. Various service bureaus - Snow removal, trash + other county services offices are contacted. County signs w/ blue + white signs at a county/private intersection.

Renaming -

(a) On county-dedicated roads must go through Executive Order. 70% of ownership along road to be renamed must respond and 70% of this 70% must agree. Her office must verify to its legality - are owners actually owners (title-search)? If is O.K., then do



executive order is written to the executive office & reviewed - approved / disapproved.

(b) w/ a private recorded subdivision, prior to recording, can change as like if one of the owner owns 70%, get other 30% o.k. & pay fee. If is not 70% owner, must go thru Executive Order.

New procedures for actual naming: no duplication of surname, no "old", "new", "N", "W", "E", "S", Can be no longer than 17 characters, including spaces, letters & for abbreviations.

They are standardizing abbreviations & connotations. "Court" = a non-access road. (cul. de-sac), Lane = private road. Circle = rd. which loops back on self or into a main road. Road + St. = a road w/ many access pts. Blvd. = a through street. w/ limited access.

Dev. Lit.  
+ Policy Manual  
from Dir. of Public Works

mt. Q. Kopp  
- 3451

procedure

Notes

1

1/6/87

494-3306

Baltimore City

494-3211  
3368

Brand new st - owner / + or dev. engs. -  
submit via plan or letter name registry.

Criteria - no more

hs. # + st. naming agent for Balt. City. Off.  
Approve - Planning already looked at Eng.

then plans

City group review procedure - mult.  
offices - Planning Office + <sup>others</sup> meet →

County group  
Bellevue

once she approves + goes thru CRA

+ to recording, + then put on paper -

Base completion sheet

Group meeting George Whitman - reviews

City. session w/ state

Land dev.

reviews a meeting  
set up week before +  
then all depts.  
get together, meet +  
then meet w/ public, may  
approve designs





(2)

hold - pending till changes made & will  
sign off, then CRA.

Then submit

A subdiv. plans include record plat,  
storm mgmt / sewer water etc. & develop.  
plan - topography. This is reviewed several  
times. Dept. of Public Works, Home #3,  
Engin., Planning & Health, once  
plan recorded, then roads can be  
approved. Plot gets legal appraisal &  
contract actually developed.

"Basic" of road  
"Basic" completion sheet - she approves -

(Traffic Engin.) then reviews & approves.  
Fed. Post office is contacted that another  
road is in zip 21093 code.

Signs go up once base completion sheet  
done.

Land Develop. - Public Services

Set plan - Est & El., Home, Assess of  
utilities' offices - are involved before done  
to make sure can be done

→ now permanent - zoning dedicated  
to county. <sup>unless is</sup> Non-access roads & likes to keep  
in county hands.



Sharon  
Lutz

(3)

Construct. co. goes out & checks all is OK -  
send to Hwy dept w/ "as built" drawing -  
trash now, snow removal & other  
county services.

Blue & white sign = county / private  
intersect.

County dedics road - city petit. for county  
order - 70% of ownership along  
rd. to be names must respond  
& 70% of this must agree. Verify  
if legal - are they actual owners? -

if OK to send Tray Eng, P. Brj.

2 zoning Eng. permits + license  
(maintain records) - 1st time  
letter - if OK \* spec. order - to  
spec. office, & then  
Sanitat. -  
if OK \* spec. order - to  
county





If on a recorded subdiv. prior to recording can charge as Mike. Once done if is 70% owner can get other 30% + pay fee & get done.

if not 70% owner must go thru Exec. Order.

No dupli. of surname - no "old", "new", etc.

Because + ref engin. has standard sign - no longer than 17 char. - incl. spaces + letter + or abbrev. Standard. abbrev.

" suffix names (Court = non access ; Love = Private.

Rd. ~~at many~~ <sup>accesses</sup> Circle = a rd. which loops back on self

Blvd - thru st. - not indiv. access w/ many accesses.





1/6/87

## Calvert County

Renee Crout - Planning Technician  
1-535-1600

### Warning

Is a formal process - Use Regul. 5.24 of Cty. Sub. Div. Ord. or P 5.20 of Cty. Ord. for Naming/Renaming Streets.  
Planning Comm. must approve - when approved notify a set distribution list (see 2d to last pg.)  
Is presented on a Preliminary Subdivision Plan - must be in final version on Final Subdivision Plat. pg. 3

Renaming roads - one must submit an Applic. for changing - once a month the Comm. will meet & approve/disapprove.

No legalities involved - e.g. MD Gen'l Assembly or Subdiv. Representatives.

Is a very simple procedure

to send Ordinance/Reg. + Dist. List.  
Received



# CALVERT COUNTY MARYLAND

## SUBDIVISION REGULATIONS

*See who gets info - 2d to last attach.*

Adopted: April 4, 1972  
Revised: October 21, 1974  
Revised: October 9, 1979  
Revised: April 22, 1980  
Revised: June 10, 1980  
Revised: October 4, 1983  
Revised: April 10, 1984  
Revised: February 19, 1985  
Revised: September 3, 1985



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## SUBDIVISION REGULATIONS FOR CALVERT COUNTY, MARYLAND

Under the authority of Article 66B of the Annotated Code of Maryland, the following regulations governing the subdivision of land are hereby established for all areas of Calvert County except those within Incorporated Towns of the County.

### ARTICLE ONE - PURPOSE

- 1.00 The purpose of these Regulations is to regulate and control the development of land within Calvert County, in order to promote the public health, safety and general welfare, and to assure sites suitable for building purposes and human habitation in a harmonious environment.

### ARTICLE TWO - EFFECTIVE DATE

- 2.00 These Regulations shall take effect immediately upon adoption by the Calvert County Commissioners.

### ARTICLE THREE - DEFINITIONS

- 3.00 Unless the context otherwise specifies, the following definitions shall be used in the interpretation of this Regulation and the present tense shall be construed to include the future, the singular the plural and the plural singular.
- 3.01 Alley. A public or private right-of-way affording secondary means of access to abutting property and not intended for use by general vehicular traffic.
- 3.02 Commission. The Calvert County Planning Commission.
- 3.03 Developer or Subdivider. Any individual, partnership, firm, corporation, public housing authority, or agent therefore, that undertakes or participates in the establishment or development of a subdivision.
- 3.04 Driveway. A private access and travel way to an individual residence which is contained within the lot or parcel and is not intended to serve any other parcel of land. It shall have a minimum of 25 foot width of property at the access point to a public or private right-of-way.

10/9/79

- 3.04A Shared Driveway Entrance. Shall be that portion in the public or private right-of-way which comes between the driveway at the property line and the edge of the road and provides access to two or more driveways. 10/9/79
- 3.05 Lot. A portion of a subdivision or parcel of land having frontage on a street or road and intended for building development, immediate or future.
- 3.06 Road or street. A public or private right-of-way fifty (50) feet or more in width or any recorded public or private right-of-way of thirty (30) feet or more in width which existed prior to the enactment of the Calvert County Zoning Ordinance or a lesser right-of-way where approved by the Planning Commission pursuant to Section 5.41 of these Regulations. The term shall include avenue, drive, circle, highway, thoroughfare or other similar terms, but not driveways or alleys. 2/19/85
- 3.07 Subdivision. The division of a tract or parcel of land into smaller lots, building sites, or other parcels for the purposes, whether immediate or future, of building development. When appropriate to the context, it also applies to the process of resubdividing or to the land or tract subdivided. 10/21/74
- A. Major Subdivision. A subdivision that creates six (6) or more lots or requires the creation of any new rights-of-way.
- B. Minor Subdivision. A subdivision that creates five (5) or fewer lots having frontage on an existing recorded right-of-way which provides legal and adequate access and does not adjoin an existing subdivision or require the creation of any new right-of-way.
- 3.08 Preliminary Subdivision Plan. A drawing prepared for the overall planning of a proposed subdivision in accordance with these regulations.
- 3.09 Final Subdivision Plat. A master drawing of all or any portion of the subdivision, prepared in accordance with the approved Preliminary Subdivision Plan, which is to be recorded in the official Plat or Land Records of Calvert County. 10/21/74

## ARTICLE FOUR - CONTROLS AND APPLICATION

- 4.00 Application. These Regulations shall apply to all new subdivisions and to extensions and revisions of recorded subdivisions, except for:

- A. The division of land for purposes other than building development.
- B. That portion of a divided tract which is not to be used for the purpose of building development.
- C. Subdivision of land by court order.

- #### 4.10 Recording of Plats.

- A. Minor Subdivision.

The Secretary to the Planning Commission is responsible for submitting the approved Final Plat to the Clerk of The Circuit Court for recording in the Plat Records of the Clerk of The Circuit Court, or a copy of the Final Plat accompanied by a Recording of Plat Sheet may be recorded in the Land Records of the Clerk of The Circuit Court. Copies of the Final Plat will be provided to the Department of Planning & Zoning by the developer for distribution to County and appropriate public agencies.

- ### B. Major Subdivisions.

The Secretary to the Planning Commission is responsible for submitting the approved Final Plat to the Clerk of The Circuit Court for recording in the Plat Records of the Clerk of The Circuit Court. Copies of the Final Plat will be provided to the Department of Planning & Zoning by the developer ~~for distribution to County and appropriate public agencies.~~

- 4.20 Transfer and Issuance of Building Permit. No lot or parcel in a subdivision subject to these Regulations shall be transferred nor a building permit be issued for a structure thereon until: 10/21/74

- A. Recording has been completed as specified in paragraph 4.10 above.

- B. Platted streets and sidewalks (as required by final plat) 10/9/79  
have been completed, or the base road construction (sub-  
base and required amount of compacted gravel) completed  
and appropriate bond or acceptable guarantee has been



provided and accepted by the County Commissioners for completion of streets and sidewalks in the subdivision or that section of the subdivision in which the lot or parcel is located. The amount of the bond or guarantee shall be sufficient to cover estimated cost of completing construction, for the purpose of guaranteeing to the County that the subdivider or developer will complete the construction within such time as may be proposed by the developer and approved by the County Commissioners. For county road specifications, see Calvert County Road Ordinance.

- 4.30 Demonstration of Adequate Access. Notwithstanding the provisions of the County Zoning Ordinance for permitted and special exception uses in designated classification (zoning) districts, the subdivision of a parcel or tract may be denied by the Planning Commission unless the developer demonstrates that proposed volume and flow of traffic between the proposed subdivision and the nearest existing County Collector or Arterial Road will not create hazardous congestion or endanger the safety of the general public. 10/21/74

#### ARTICLE FIVE - REQUIREMENTS FOR A SUBDIVISION

- 5.00 General. The standards and requirements outlined herein shall be considered minimum for the promotion of the public health, safety and general welfare.

- 5.01 Standards.

- A. In laying out a subdivision, the requirements of the County Zoning Ordinance, the Maryland State Department of Health, the County Water and Sewerage Plan, and other applicable regulations shall be met.
- B. Where there is a discrepancy between minimum standards or dimensions noted herein and other official regulations, the highest standard shall apply.

- 5.02 Where trees, groves, waterways, scenic points, historic spots, or other officially designated County assets and landmark are located within a proposed subdivision, all practical means shall be taken to preserve these features.

- 5.10 Subdivision Control of Unsuitable Land. 10/4/83

- 5.11 Flood Plain District. Development of designated Flood Plain Districts shall be restricted to the uses specified in the County Zoning Ordinance and in accordance with erosion and sediment control plans approved by the Calvert Soil Conservation District.

- 5.12 The Planning Commission may find land unsuitable for sub- 10/4/83  
division or development due to features which will reasonably  
be harmful to the safety, health and general welfare of the  
present and future inhabitants of the subdivision and/or its  
surrounding areas. Those features may include (but are not  
limited to) potential flooding (100 year flood plain), improper  
drainage, adverse earth formations or soil types (e.g., cliffs)  
and steep slopes (slopes of 25% or greater). Unsuitable land  
may be subdivided or developed if adequate methods are form-  
ulated by the developer and approved by the Planning  
Commission, upon recommendation of, but not limited to, the  
Department of Planning & Zoning, the County Engineer and Soil  
Conservation Service, to solve the problems created by the  
unsuitable land conditions.
- 5.13 Each lot shall contain sufficient contiguous land not in the 2/19/85  
unsuitable classification for erection of a building or dwell-  
ing within the required setbacks of the Zoning Ordinance.
- 5.14 Minimum sufficient contiguous suitable land area shall comprise 10/4/83  
not less than five thousand (5,000) square feet.
- 5.15 All unsuitable land and all lots which have marginal amounts 10/4/83  
of suitable land for building purposes shall be so noted on the  
recorded final plat, and shall require special review of the  
building permit application by the Soil Conservation District  
and the Division of Inspections & Permits of the Department of  
Public Facilities & Services.
- 5.20 Streets.
- 5.21 Streets, General. 10/21/74
- A. The arrangement, character, extent and location of all  
streets shall conform to the provisions of the  
Transportation Element of the County Comprehensive Plan,  
and shall be considered in their relation to the existing  
and planned streets, to topographical conditions, to  
public convenience and safety, and in their appropriate  
location to the proposed uses of the land to be served by  
such streets.
- B. Proposed streets intersecting a State Road shall be  
approved for location and grade by the State Highway  
Administration.
- C. Where a proposed street is not in the County Comprehensive  
Plan, it shall be contiguous and in alignment with exist-  
ing, planned or platted streets with which it is to  
connect.

- D. Residential streets shall be so laid out that their use by through traffic is discouraged.
- E. Streets that are extensions of or obviously in alignment with existing streets shall bear the names of existing streets.
- F. If a portion of a tract or an adjacent tract is not subdivided, suitable access to street openings for eventual extension of the streets shall be provided.
- G. Where end of streets abut unsubdivided acreage, temporary easements for turn-arounds shall be provided at the boundary lines.
- H. Right-of-way widths for proposed subdivision streets may be reduced from 50 feet to 30 feet in the following:
  - 1. The Rural District if ten (10) or fewer lots will be fronting on the proposed subdivision street.
  - 2. The R-1 and R-2 Residential District and within clustered and Transfer Zone (Rural District) subdivisions of five (5) or fewer lots of single family detached homes with lots of 40,000 square feet and greater fronting on the proposed subdivision street.

2/19/85

5.22 Street Standards. Streets shall be designed and constructed in accordance with the Calvert County Specifications and Design Standards for Roads and Streets.

5.23 Street Intersections.

10/21/74

- A. Multiple intersections including junction of more than two (2) streets shall be avoided.
- B. Streets shall be designed to intersect as nearly as possible at right angles. No street shall intersect street at an angle of less than sixty (60) degrees.
- C. The number of intersecting streets along primary state highways and County Collector and Arterial Roads shall be held to a minimum. Whenever practical, intersections along such travel ways shall be at least 750 feet apart and lots shall be designed to front on an interior subdivision street or service road.
- D. No street shall be approved which is so designed as to preclude adequate sight distance at street intersections.



5.24 Street Names and Signs. \*

- A. Street names shall be approved by the Planning Commission, by submission on the Preliminary Plan, to insure no confusing duplication within the County.
- B. Street signs shall be provided and erected in accordance with the Calvert County Specifications and Design Standards for Roads and Streets.

5.25 Street Maintenance. Provisions shall be made, by guarantee acceptable to the County Commissioners or by recorded agreement between the developer and the lot owners of the subdivision until maintenance responsibility for the streets has been accepted by the County.

5.26 Street Lighting. A street light shall be provided by developer at the intersections of proposed subdivision streets with Minor Arterial Roads, Major or Minor Collector Roads, or potentially hazardous intersections. 10/4/83

5.30 Blocks. 10/21/74

- A. Width. Whenever practicable, blocks shall be of such width as to provide two (2) tiers of lots.
- B. Length. Normally blocks will not be less than 750 feet nor more than 1,500 feet in length.

5.40 Lots. 10/21/74

- A. All lots shall abut on a street.
  - B. In general, side lot lines shall be at right angles or radial to the street line.
  - C. Lots excessively deep in relation to width, or lots excessively irregular in shape are to be avoided. A proportion of three (3) in depth to one (1) in width shall be considered a proper maximum.
  - D. Where a lot is created fronting on an existing County road the front lot line shall be established at least twenty-five (25) feet from the center line of such road designated as a local street or road, and thirty (30) feet from the center line of a designated County collector or arterial road. The widening strip, defined as the area between the front lot line and either the existing road right-of-way line, or tract line within the road right-of-
- 4/10/84

way, shall be dedicated to the Board of County Commissioners for Calvert County in the form of a deed delivered and recorded prior to or simultaneous with recording the plat. For State roads, the front lot line setback will be in accordance with adopted State Highway Administration plans.

- E. The Planning Commission may require sidewalks in a subdivision created in any residential, commercial or industrial district.

5.41

Approvals of family conveyance of lots served by private roads.

The Planning Commission may approve family conveyance subdivisions of land provided the following requirements are met:

- A. The parcel of land to be conveyed shall only be conveyed to a family member of lineal descent or ascent, being mother, father, son, daughter, granddaughter, grandson, grandparent of the grantor.
- B. The number of lots conveyed shall be limited to one (1) 9/3/85 per family member. No more than three such lots may be created by any one owner.
- C. The minimum lot sizes shall be in accordance with Article Sixteen of the Zoning Ordinance.
- D. Access shall be provided to a State, County, or private road meeting the standards of the Calvert County Road Ordinance.
- E. It is demonstrated that provision of a road right-of-way to the property being subdivided for a family conveyance with the width required by Section 4.50 is impractical because of acquisition constraints.
- F. The proposed private road access shall serve a maximum of ten (10) lots.
- G. The sale or transfer of such lots shall be limited to the owners of record at the time of adoption of this section (4/22/80). This right may not be transferred by deed or will.
- H. The use of such lots shall be restricted to single family dwellings or agricultural purposes as long as the road remains private.

- I. The proposed road access shall be private, non-county owned and maintained and shall not be petitionable to the County for County ownership or for County maintenance. A notation of such restriction shall be placed on the plat and signed by the property owners. The lot owners shall be responsible for providing for road construction and maintenance including snow removal and repairs as well as other improvements and road services normally provided by the County. If and when there is a desire to make this right-of-way a County road, it shall be upgraded to County Road Standards as set forth in the Road Ordinance and Subdivision Regulations in effect at the time of said upgrading. The cost of design, construction and bonding shall be borne by the lot owners abutting such roadway prior to acceptance by the County. If upgraded to County (non-private) road standards, such upgrading shall be for the entire limit of the road to the nearest County or State road.
- J. After approval of the subdivision the deed and contract of sale for the new lot shall show that:
1. The grantee is of lineal descent or ascent and has not received any other lots pursuant to Section 5.41 of the Subdivision Regulations.
  2. The road will be private and the County will not maintain the road, nor assume any responsibility for future up-grading to County specifications if the road is to become public.
- K. A private road at least 12 feet in width must be provided when access is served to one (1) to five (5) building sites.
- L. A minimum 20 feet private road (easement or right-of-way) shall be provided to the property being subdivided for family conveyances and improved to 16 feet in width with 4 inches of compacted gravel, when serving six to ten building sites.
- M. Roads created within the property being subdivided shall meet standards of the Calvert County Road Ordinance.
- N. Unless a traffic hazard exists or the additional lots will create such, or unless the topography is such as to require drainage easements or other surface treatment requirements, no additional road improvements will be required as part of the subdivision approval.



- 5.50 House Numbers. House numbers shall be assigned in accordance with the "Calvert County Regulations for Assignment of Address Numbers" and shall be placed on the final subdivision plat. 10/4/83
- 5.60 Storm Drainage System.
- A. Storm drainage systems shall be provided and constructed in accordance with the Calvert County Specifications and Design Standards for Roads and Streets.
- B. Perpetual drainage easements shall be shown on the Preliminary Plan where a natural water course (stream) exists and where natural or street drainage is located or is proposed.
- 5.70 Subdivisions other than Residential. Subdivisions which are non-residential in nature, such as commercial and industrial developments, shall conform to the standards established in the Calvert County Zoning Ordinance. The Subdivider shall demonstrate to the satisfaction of the Planning Commission that the street, parcel and block pattern is specifically adapted to the uses anticipated and takes into account existing and proposed uses in the vicinity. Alleyways with a minimum width of thirty (30) feet may be required at the rear of all lots designated for commercial or industrial use, so as to provide access for service and delivery and emergency vehicles. 10/4/83
- 5.80 Open Space, Community Use and Recreational Areas.
- 5.81 Provision. All subdivisions subject to these regulations shall make provisions for the dedication of land, or the payment of fees-in-lieu thereof, for the purpose of providing open spaces suitably located and appropriate in nature and size for schools, community facilities, parks, playgrounds, green spaces, or other recreational purposes. 10/9/79
- 5.82 If such areas are not dedicated to the public and conveyed to the County, they shall be reserved for common use of all property owners in the subdivision by covenant in the deeds of all lot owners and by owners certificate on the recorded plat. 10/21/74
- 5.83 Dedication Requirements. 10/9/79
- A. In every instance of subdivision approval for residential use, the Planning Commission shall require the dedication of suitable and adequate open space for recreation. Up to twenty-five percent (25%) of the open space requirement may be steep slopes, streams, lakes, water courses, or flood plains. In all instances, a minimum of seventy-five

percent (75%) of the open space requirements shall be suitable for dry ground recreational use with a finished grade not to exceed three percent (3%). Exception to this requirement may be granted by the Planning Commission upon recommendation by the Park and Recreation Board in cases of exceptionally rough topography.

- B. The requirements of this Section shall not apply to:

The first five lots created from any parcel or tract.

- C. The Planning Commission shall not accept any land proposed for dedication unless it finds that such land is suitable to serve the purpose of active or passive recreation by reason of its location, configuration and topography.

- D. The amount of land to be dedicated shall be consistent with the number of family units to be accommodated in a subdivision, as follows:

1. From six (6) to fifteen (15) family units, the Planning Commission may require up to one (1) acre of recreational open space.
2. Sixteen (16) family units and up, the Planning Commission may require up to one (1) acre plus .10 acre of recreational open space per family unit in excess of fifteen (15) units.

- E. The Planning Commission may reduce, in each instance, land required as recreational open space, but not to exceed fifty percent (50%) of the total, for preservation and restoration of buildings; structures or premises which have historic or architectural significance as determined by the Historic District Commission and recommended by the Board of Parks and Recreation.

1. In no case shall the recreation open space provided be smaller than one acre.
2. The structure to be preserved shall be placed in an Historic District and shall meet all requirements as specified in the Calvert County Ordinance for the Designation and Preservation of Historical Districts.



- 5.84 Fees-in-lieu of dedication of recreational open space may be required at the discretion of the Planning Commission when a suitable site is not available on a particular tract. Fees-in-lieu of dedication will be collected at the rate of five hundred dollars (\$500.00) per family unit. Fees paid pursuant to this section shall be deposited only in a designated account with monies expended on neighborhood or community facilities in reasonable proximity to the subdivision. 10/9/79
- 5.85 Maintenance. When such areas are deeded to and accepted by the County, development, supervision and maintenance of such areas shall be the responsibility of the County. When areas are reserved for common use by all property owners in the subdivision, a trust agreement made a part of the deed restriction shall provide for development, supervision and maintenance of such areas by the developer or lot owners of the subdivision.
- 5.86 Land dedicated as open space shall be shown on the final plat as provided in paragraph 7.10 N. Where payment of fees is required, the payment shall be deposited with the County prior to recording of the final plat. 10/21/74

ARTICLE SIX - PRELIMINARY SUBDIVISION PLAN

- 6.00 Purpose. The purpose of the Preliminary Subdivision Plan is to provide a basis for Planning Commission conditional approval of a proposed subdivision in order to minimize changes and revisions which might otherwise be necessary on the Final Plat.
- 6.01 General. 10/21/74
- A. The subdivider shall file with the Planning Commission copies of the Preliminary Subdivision Plan (Minor Subdivision 5 copies; Major Subdivision 10 copies) for approval. Prior to preparing and submitting a Preliminary Subdivision Plan, a Subdivider may present a sketch of the proposed subdivision to the Commission for any advise or assistance the Commission or its staff may be able to give.
  - B. The Preliminary Subdivision Plan and all information and procedures relating thereto shall in all respects be in compliance with the provisions of these regulations, except where variation therefrom has been specifically authorized in writing by the Planning Commission.
  - C. Approval of the Preliminary Plan by the Planning Commission shall constitute conditional approval of the subdivision as to character and intensity, but shall not constitute approval of the final plat or authorize sale of lots or construction of buildings.

6.02

Drafting Standard.

10/21/74

- A. The Plan shall be clearly and legibly drawn at one of the following scales: 10/4/83

1" = 20'                      1" = 40'                      1" = 100'  
1" = 30'                      1" = 50'

Other scales may be accepted where deemed appropriate by the Planning Commission or its designated representative.

- B. Dimensions shall be in feet and bearings in degrees and minutes. Lot sizes shall be shown in square feet where lot size is less than one acre, and in acres and decimal parts for larger lots.
- C. Each sheet shall be numbered and shall show its relationship to the total number of sheets.
- D. Where any revision is made, or when the Plan is a revision of a previously recorded plat, dotted lines shall be used to show features or locations to be abandoned and solid lines to show the presently proposed features. The title block of the Plan shall identify that the Plan is a revision and the previous Plan's name and deed reference. 10/4/83
- E. The Plan shall be so prepared and bear an adequate legend to indicate clearly which features are existing and which are proposed.
- F. The boundary line of the subdivision shall be shown as a heavy solid line.

6.10

Information to be Shown. The Preliminary Plan shall show or be accompanied by the following information: 10/21/74

- A. Subdivision name.
- B. Owner and Subdivider's name and address.
- C. Name, address and seal of the registered engineer, registered landscape architect or registered land surveyor (in each case, registered in the State of Maryland) responsible for the Plan. 10/9/79
- D. Date, north point, and scale.
- E. A vicinity map indicating the location of the site with relation to the area road system. The vicinity map should also indicate the scale, the tax map number, the block and parcel number of the site. 10/4/83

F. Existing Features.

1. Complete outline survey of the property to be subdivided showing all courses, distances, and area, and tie-ins to all adjacent street intersections.
2. The location of property with respect to surrounding property and streets, the names of all adjoining property owners of record and their deed references or the names of adjoining developments; the names, widths, and centerline of adjoining streets; and/or other pertinent features being outside the property as determined by the Planning Commission or its designated representative. 10/4/83
3. Location of all existing monuments or boundary markers. 10/4/83
4. The location of existing buildings, structures, streets, driveways, easements, utility lines, bridges, cemeteries, water bodies, streams, swamps, marshes, areas within the 100 year flood plain and other areas listed in paragraph 5.02, and/or other pertinent features being within the property, as determined by the Planning Commission or its designated representative. 10/4/83
5. Topography on two (2) or five (5) foot contours as appropriate to the slope of the land.

G. Proposed Layout.

1. The layout of streets, including proposed names, widths and centerlines. 10/4/83
2. The layout and appropriate dimensions of lots.
3. A reference to any land offered for dedication or reservation for parks, schools, widening of streets, or other public uses.
4. The average and minimum lot size.
5. Location and size of storm drains, sanitary sewers, culverts, water course and all appurtenances thereof, thereof, water mains and fire hydrants.
6. Building setback lines. If greater than required by the County Zoning Ordinance.



7. Rights-of-way and/or easements proposed to be created for all drainage purposes and utilities.
  8. Typical cross-sections and centerline profiles for each proposed street. This information may be submitted as separate plats.
  9. Types of street surface to be provided.
- H. General plan for erosion and sediment control. 10/4/83
- I. Community Water and Sewerage Facilities. 10/4/83
1. The policies and requirements of the Water & Sewerage Plan shall be met.
  2. The Planning Commission may require the developer to prepare a feasibility study.
  3. The Planning Commission shall set as a condition of approval of the plat the extent to which water and sewerage and other utilities shall be installed.
- J. Environmental Impact Statement. 10/4/83
1. The Planning Commission may require submission of an Environmental Impact Statement for subdivisions which create more than thirty (30) lots, or consist of more than fifty (50) acres, or contain land which has more than the average in sensitive or extremely sensitive land categories (the average for the County being 17% extremely sensitive and 28% sensitive).
  2. Environmental Impact Statements shall address both the long and short range impact of the following points and any other issues which are considered by the Planning Commission to be relevant to the particular property; proposed methods for handling run-off, drainage, and the siltation implications of the project; impact that the development will have on air and water quality; impact on transportation systems and facilities; implications of the development on the ambient quality of the wildlife habitats and vegetative species present on the property and on contiguous properties; proposed methods to preserve unusual physical features (both man-made and natural); proposed methods to remedy unstable landscape patterns (such as shoreline erosion, inland erosion areas, high water table soil areas, landslide areas, areas that have experienced plant or animal diseases, past mining extractions).



- 6.20 Procedure. 10/4/83
- A. Once the Secretary to the Planning Commission has certified that the subdivision application is complete and proper, the Planning Commission shall review the Plan and obtain comments from other agencies, when appropriate to include, but not limited to: Department of Planning & Zoning, County Health Officer, County Water & Sewerage Division of the Department of Public Facilities Services, Engineering Division of the Department of Public Facilities & Services, Soil Conservation District, County Department, County Parks & Recreation Board, County Public Safety Department, Environmental Commission and the Maryland Department of State Planning. The Secretary shall have ten working days for such certification. 10/4/83
  - B. By authority of the Planning Commission, proposed subdivisions of land containing five (5) lots or less may be granted preliminary approval by the Chairman or Secretary to the Planning Commission in accordance with these Regulations. 10/4/83
  - C. In accordance with these Regulations, the Planning Commission shall take action within three (3) regularly scheduled meetings, following certification by the Secretary to the Planning Commission that the subdivision application is complete and proper, where a quorum is present to approve or disapprove the preliminary subdivision plan or approve it with modifications. A statement, in writing, shall be furnished the subdivision applicant indicating the actions of the Planning Commission. 10/4/83
- 6.21 Space shall be provided on the Preliminary Subdivision Plan for signature and dates indicating approval by the following: 10/4/83
- A. A registered engineer, a registered landscape architect or a registered land surveyor in the State of Maryland.
  - B. County Health Officer, or representative of State Health Department.
- 6.30 Period of Validity. Approved Preliminary Subdivision Plan. shall remain valid for three (3) years from approval date. 10/21/74
- 6.40 Fees. Fees for submission of a Preliminary Subdivision Plan for approval shall be as adopted by the Calvert County Commissioners by resolution.

ARTICLE SEVEN - FINAL SUBDIVISION PLAT

- 7.00 General. The Final Subdivision Plat shall consist of a drawing, intended for record, incorporating those changes or additions required by the Commission in its approval of the Preliminary Subdivision Plan.
- 7.01 Drafting Standards. Drafting standards for Final Subdivision Plat shall be as described in Section 6.02. 10/4/83
- 7.10 Information to be shown. 10/21/74
- A. Subdivision name.
  - B. Name and address of Subdivider or Developer.
  - C. Name, address and seal of the registered surveyor responsible for the plat. The surveyor must be registered in the State of Maryland. 6/10/80
  - D. Date, north point, and scale.
  - E. A location map as described in paragraph 6.10 E.
  - F. Centerline of all proposed and adjoining streets with their right-of-way width and names.
  - G. Accurate distances and bearings of all boundary lines of the subdivision.
  - H. Lines of all lots, and a simple method of numbering to identify all lots and sections.
  - I. Building setback lines which are more restrictive than County Zoning requirements, and all easements provided for public service together with their dimensions and any limitations of the easements.
  - J. All dimensions necessary for accurate location of the boundaries of the site to be developed and of all streets, lots, easements, and dedicated areas. These dimensions shall be expressed in feet and decimals of a foot.
  - K. All radii, arcs, points of tangence, central angles, and lengths of curves.
  - L. All required and existing survey monuments benchmarks (i.e., concrete monuments, pipe, trees, fences, etc.), together with their description. 10/4/83

- M. Private, self-imposed and previously existing covenants, restrictions and/or easements and their period of existence are to be shown or referred to on the recorded Final Subdivision Plat. This is not to preclude future recording of new or altered covenants, restrictions and/or easements. 10/4/83
  - N. The accurate outline, dimensions and purposes of all property which is offered for dedication or is to be reserved for acquisition for public uses or is to be reserved by deed covenant for the common use of the property owners in the subdivision.
  - O. Types of street surfaces to be provided.
  - P. Location of storm drains, culverts, water courses, and all appurtenances thereof.
- 7.11 Space shall be provided on the Final Subdivision Plat for signature and dates indicating certificate of approval by the following: 10/21/74
- A. A Registered Surveyor (Signature and seal). 10/4/83
  - B. County Health Officer, or representative of State Health Department.
  - C. Chairman or Secretary to the Planning Commission. 10/4/83
  - D. Owner and all parties having proprietary interest in the property subdivided. 10/4/83
- 7.12 Preparation of Final Subdivision Plat.
- A. Final Plats for subdivisions of 1 to 5 lots shall be prepared on sheets of either 8 1/2" X 13 1/2" and recorded in the Land Records of the Clerk of the Circuit Court or sheets 18" X 24" and recorded in the Plat Records of the Clerk of the Circuit Court. 10/4/83
  - B. Final Plats for subdivisions of 6 or more lots shall be prepared on sheets of 18" X 24" and recorded in the Plat Records of the Clerk of the Circuit Court. 10/4/83
- 7.13 Approval of the Final Subdivision Plat. 10/4/83
- A. The Planning Commission shall review the Final Plat and verify approval of other appropriate County agencies, and shall determine its approval or disapproval within thirty (30) days of receipt of the Final Plat.



B. By the authority of the Planning Commission, proposed subdivisions of land containing five (5) lots or less may be granted final approval and the Final Plat or Recording or Plat Sheet signed by the Chairman or Secretary to the Planning Commission.

10/4/83

7.20 Copies to be furnished. The Developer shall file with the Commission black or blue line prints of the Final Plat, the number of copies as specified by the Commission, for certification by County agencies and recording. One copy, properly signed, shall be returned to the Developer.

7.21 Recording of Final Plat. No Final Plat of a subdivision shall be recorded with the Court Clerk unless such plat has been approved by the Planning Commission under provisions of this regulation.

10/21/74

7.30 Statements and Certificates. The following statements by the responsible owner, partnership, corporation or developer, as appropriate and representing all parties having proprietary interest in the property, shall be provided on the plat:

10/21/74

"The undersigned owners and all parties having proprietary interest in this property hereby adopt this plan of subdivision, establish the minimum building restriction lines, and dedicate the streets, alleys, walks and other areas as specified. The streets, roads, open spaces and public sites shown herein and the mention thereof in deeds, are for the purpose of description only, and recording of the Final Plat shall not be deemed to constitute or effect an acceptance by the County Commissioners; acceptance by the County may be accomplished by a subsequent appropriate act. A utility easement is established 10 feet in width binding on all rights-of-way for the installation and maintenance of public utilities."

(Date)

(Witness)

(Signature)

(Name Printed)

7.40 Fees. Fees for submission of a Final Subdivision Plat for approval shall be as adopted by the Calvert County Commissioners by resolution.

#### ARTICLE EIGHT - IMPROVEMENT PLANS

8.00 General. Plans for improvements, either proposed by the Developer or required by County or State regulation, will be prepared by the Developer for approval by the appropriate public authorities.



- 8.10 Construction. All construction work or improvements shall be subject to inspection during construction, and to approval by appropriate public authorities upon completion of construction.
- 8.20 Permanent Reference Monuments. Permanent reference monuments of stone or concrete, shown thus , at least 36 inches in length and 4 inches square with suitable center point shall be set flush with the ground at finish grade as required by Article 17 of the Annotated Code of Maryland (1957) as amended. A metal pipe 3/4 inches in diameter and at least 24 inches in length, shown thus , shall be located in the ground, flush at finish grade, at all intersections of streets, intersections of streets and alleys with plat boundaries, and at all points on streets, alleys and boundary lines where there is a change in direction or curvature and at all lot corners.
- 8.30 Erosion and Sediment Control. Plans shall be prepared by the Developer and submitted for approval in accordance with the Sediment Control Ordinance of Calvert County, dated February 26, 1971, as amended.

#### ARTICLE NINE - MODIFICATIONS

- 9.00 Modification of Requirements. Where in the case of a particular proposed subdivision, it can be shown that strict compliance with the requirements of this regulation would result in extraordinary hardship to the subdivider because of unusual topography or shape of the parcel, or other such non-self-inflicted condition, or that these conditions would result in inhibiting the achievement of the objectives of these regulations, the Planning Commission may, after consultation with appropriate agencies, vary, modify, or waive the requirements so that substantial justice may be done and the public interest secured; provided, that such variance, modification or waiver will not have the effect of nullifying the intent and purpose of this regulation or interfering with carrying out the Comprehensive Plan of Calvert County. In no case shall any variation or modification be more than a minimum easing of the requirements and in no instance shall it conflict with any zoning ordinance or zoning map. In granting variances and modifications, the Planning Commission may require such conditions as will, in its judgment, secure substantially the objectives of the requirements so varied or modified.
- 9.10 If changes from the approved Final Plat become necessary during construction of the subdivision, an amended plat of the subdivision shall be filed with the Planning Commission for approval, and recorded.

ARTICLE TEN - ADMINISTRATION

10.00 Separability. It is hereby declared to be the legislative intent that if a court of competent jurisdiction declares any provision of these regulations to be invalid, or ineffective in whole or in part, the effect of such decision shall be limited to those provisions which are expressly stated in the decision to be invalid or ineffective, and all other provisions of these regulations shall continue to be separately and fully effective.

10.10 Changes and Amendments. These regulations may from time to time be amended, supplemented, changed, modified or repealed by the County Commissioners. 10/4/83

Any person or officer, department, board, commission or bureau of the County may petition for such change or amendment; however, no such change or amendment shall be presented to the County Commissioners for approval until the Planning Commission has held a public hearing in relation thereto, at which parties of interest and citizens shall have an opportunity to be heard. At least fifteen (15) days notice of the time and place of such hearing shall be published in newspapers of general circulation in the County. After said public hearing, the Planning Commission shall forward, to the County Commissioners, the Planning Commission's recommendation concerning such change and amendment. 10/4/83

Upon receipt and prior to taking action on such change or amendment, and accompanied by a recommendation from the Planning Commission, the County Commissioners shall schedule a public hearing in relation thereto; at least fifteen (15) days notice of the time and place of such hearing shall be published in newspapers of general circulation in the County.

ARTICLE ELEVEN - APPEAL

11.00 Under provisions of Article 66B of the Annotated Code of Maryland, any person or persons, jointly or severally, aggrieved by a decision of the Commission, or any tax payer, or any officer, department, Board or Bureau of the County, may appeal the same to the County Circuit Court in a manner as set forth in Chapter 1100, Subtitle B of the Maryland Rules. The decision of the Circuit Court may be appealed to the Maryland Court of Appeals.

ARTICLE TWELVE - PENALTIES

- 12.00      Any person, corporation, association, partnership, or the agent of any such person, who shall violate a provision of this Regulation or shall fail to comply with any requirements hereof shall be guilty of a misdemeanor, and for each violation punishable by a fine of not more than \$100.00, or by imprisonment not exceeding 10 days, or both such fine and imprisonment.



CALVERT COUNTY ORDINANCE FOR THE NAMING AND RENAMING OF  
STREETS, AND THE ASSIGNMENT OF ADDRESS NUMBERS

ADOPTED: 10-30-73  
RESOLUTION 8-74

ARTICLE ONE - PURPOSE AND AUTHORITY

- 1.00 Purpose. The purpose of this regulation is to establish a system for the assignment of street names and numbering of houses in Calvert County, thus eliminating the confusion and potential hazards to public safety which might otherwise exist.
- 1.10 Authority. These regulations are based on the statutory authority contained in Article 66B, Code of Public General Laws of Maryland, May 1971, as amended.

ARTICLE TWO - APPLICATION, EFFECTIVE DATE, AND TERRITORIAL LIMITS

- 2.00 This regulation shall take effect immediately after adoption and shall apply to all the lands, properties, buildings, and other structures within the territorial limits of Calvert County. In no case, however, shall any provision of this Regulation be deemed applicable within the incorporated territory of any municipality in the County.

ARTICLE THREE - DEFINITIONS

- 3.00 Unless the context otherwise specifies, the following definitions shall be used in the interpretation of this Regulation and the present tense shall be construed to include the future, the singular to include the plural, and the plural the singular.
- 3.01 Commission. The Calvert County Planning Commission.
- 3.02 County. Calvert County, Maryland.
- 3.03 Driveway. A private access road, drive or land to an individual residence which is contained within the lot or parcel and is not intended to serve any other lot or parcel of land.
- 3.04 Grid Address Numbering System. The mathematical computation of mailing address hundred blocks based on Calvert County Map, scale 600 feet to the inch.
- 3.05 House Number. The mailing address digital number and street name assigned to any structure or parcel of land.



- 3.06 Parcel of Land. Any lot, parcel, dock, pier or wharf used to identify the site where a dwelling or place of business and/or storage is to be erected, located or situated.
- 3.07 Private Road. Any privately owned recorded right-of-way.
- 3.08 Project Street. Any non-dedicated right-of-way used within an apartment, commercial, industrial, trailer or mobile home park complex along which house numbers are assigned.
- 3.09 Property. A building, structure or parcel of land or the combination of any of the above.
- 3.10 Road. A public or private right-of-way, to include streets, avenues, drives, circles, highways, and other similar terms, but not alleys.
- 3.11 Street Direction. The direction any street or road travels the longest in distance.

#### ARTICLE FOUR - GRID ADDRESS NUMBERING SYSTEM

- 4.00 General. The Commission will effect and retain a uniform systematic house numbering system throughout the County which will promote continuity, avoid duplications and eliminate house renumbering. This system will be established and known as the "Grid Address Numbering System."
- 4.01 When possible, continuity of house number hundred blocks will be maintained when streets enter the County from Incorporated Towns within the County.
- 4.10 Street Directions. When a street runs diagonally to the cardinal points of the compass, the house number hundred block will be assigned on the basis of the greatest distance the street runs along the north/south or east/west axis. If travel along either axis is equidistant, the house number hundred block will be determined by the direction of the majority of other streets in the immediate area.
- 4.11 On a street which changes direction, the house number hundred block assigned will be in the direction the street runs the longest distance. As it changes directions, the hundred blocks can be extended along those portions by the use of additional digits until it returns to its original direction.
- 4.12 On a one intersection circular street, the house number hundred block will be determined by the direction of the majority of other streets in the immediate area.

4.20 Criteria for Determining House Numbers. To reduce the frequency of errors, duplications and renumberings, the following principles of house numbering procedures will be followed to the degree possible.

- A. When it is apparent that resubdividing may take place due to lot sizes on the same street side, a sufficient quantity of house numbers should be reserved for the vacant areas between structures to permit assignment of numbers for any future development or improvement thereon.
- B. Assignment of odd and even numbers. The directional division of the County is shown in Encl. 1. In determining which side of a right-of-way should have an odd or even house number, the following guide will be used: In the north area, odd numbers will be assigned on the east side of streets running north and in the south area on the west side of streets running south; in the east area odd numbers will be assigned on the south side of streets running east and in the west area on the north side of streets running west. In other words, when moving away from the zero grid, odd numbers will be on the right side and even numbers on the left side.
- C. Structures facing each other on the opposite side of the same street should be assigned numbers in relations to each other. That is - 6 facing 5 or 7; 5 facing 4 or 6; and in the instance where a structure fronts off the inside curvature of a street and faces more than one structure fronting off the outside curvature of same street; 6 between 5 and 7; or 7 between 6 and 8. This will also apply when there are more structures on one side of the street than the opposite side due to variances of lot sizes.
- D. Suffixes such as "A" or "1/2" to house number digits will not be permitted. However, when a single entrance structure has more than one floor comprising other offices or places of business, suite or room numbers may be added either before or after the house number assigned to that structure. Example: "Suite 1, 1111 Planner Drive"; or 1111 Planner Drive, Room 201. This will also apply to a basement used in the same manner. In the case of a single entrance place of business with apartments overhead or alongside, letters or numbers may be used either before or after the house number assigned to that structure. Example: "Apartment 2, 2222 Planner Drive"; or "2222 Planner Drive, Apartment 2".

- E. When a development consists of structures which have more than one level below or above ground and the quantity of stores, offices or multiple dwellings will cause a duplication of hundred blocks already in existence and adjacent to the development, the floor level may be used either before or after the house number to identify the store, office or multiple dwelling. Examples: "Basement Level, 3333 Planner Place", or "3333 Planner Place, Basement Level." Other levels could be referred to as Main Level, 2d Level, 2d Level, etc.
- F. Structures with multiple entrances shall be assigned house number for each separate entrance. This will also apply to bays in a warehouse. When a large, single entrance warehouse is erected, located or situated on a parcel of land, a sufficient quantity of house numbers should be reserved between other structures on the same street for possible partitioning into additional bays for which house numbers may be required. Rear entrances will not be numbered as long as the front or main entrance to the same place of business, bay or apartment has been assigned a house number.
- G. Each store in a shopping center will be assigned its own house number. However, a sufficient quantity of house numbers will be reserved for each store or office in excess of 20 feet widths to permit future assignment of house numbers if any of the stores or offices therein are partitioned to establish other places of business.
- H. Structures on parcels of land fronting on more than one street will be assigned a number along that street which the front door or main entrance faces. However, a house number should be reserved along each street on which the parcel faces to provide for the assignment changes or additions to the structure thereon. In those instances when it cannot be determined which street the front door or main entrance to a structure faces, it will be numbered along that street to the side property lines. When the distances from the projections of the structure are equidistant from side property lines, the house number will be assigned off the longest and most predominant street in the subdivision.



I. To avoid confusion and misdelivery by postal and delivery service personnel, every effort will be made to assign a separate hundred block for a cul-de-sac or any similar type right-of-way bearing the identical surname of the intersecting street. Example: If Bay Court runs in a easterly direction off Bay Road which is numbered as a street running west to east, Bay Court will be assigned a north to south or south to north hundred block.

- 4.30 Assignment of House Numbers. Where practical, each structure erected, located or situated on a parcel of land in the County will be assigned a house number by the Commission based on the Grid Address Numbering System.
- 4.31 Any house number assigned by the Commission will be the only number which may be used by the owner or occupant and any willful disregard for, intentional use of a number other than that assigned will be deemed to be a misdemeanor.
- 4.32 The two major sources from which information is received for assignment of new house numbers are the Subdivision Record Plats and Building Permits.
- 4.33 Other sources from which information may be received for assignment of house numbers are property owners, local post offices and utility companies. Normally, the information received from these sources are in those areas where box numbers are used and where house numbers were not previously assigned.
- 4.40 Notification of Assignments of House Numbers. The owner or occupant of a structure erected, located or situated on a parcel of land for which a house number has been assigned will be notified by one or all of the methods or offices listed below:
- A. Building Permit
  - B. Subdivision Record Plat
  - C. Notice of House Number Assignment (Enclosure 2)
  - D. Personal visit to the Commission (Application for Assignment of number)
  - E. Personal letter
  - F. Public Notice appearing in local newspapers



- 4.41 Public utilities and interested Federal, State and county agencies will also be advised of house numbers on a need-to-know basis. Cooperation and coordination with these offices will be maintained by whatever means are agreed upon by the Commission and office involved. Access to maps, records and other documents used to record this information will be made available upon written, telephonic or personal request. However, no original map, record or document will be removed from the premises of the Commission unless so directed by a Court Order or appropriate authority.
- 4.42 In addition to the property owner or occupant and the offices enumerated above, developers, builders, electricians, and plumbers; and engineering, real estate and mortgage firms may be given this information upon submission of a record plat - or site plan - showing legal descriptions of property for a particular house numbers in which they are interested.
- 4.50 Changes to Existing House Numbers. The Commission will change house numbers whenever errors in assignment are discovered. The most common errors in the assignment of house numbers are listed below:
- A. Duplications
  - B. Odd and even numbers on wrong side of street
  - C. Lettered or fractional suffixes added to digits
  - D. Digital transposition
  - E. Lower digital sequence number positioned above a higher number
  - F. Interspersion of hundred blocks
  - G. Use of a house number off wrong street
  - H. Use of one or more street names only, with no reference to digital number.
  - I. Use of building names only, such as "The Berkely House", "The Oyster House", etc.
- 4.51 The Commission will make changes of house numbers in those areas of the County which do not conform to the Grid Address Numbering system. The following procedures will be followed to the degree possible, consistent with good judgment and common sense.
- A. Conduct a street by street survey of house number hundred blocks. Where house number changes are necessary, they will be made to coincide with any street name changes which have to be made in that area.

- B. Where practicable, extensions to existing subdivisions which do not conform to the Grid Address Numbering System will be assigned house numbers within the Grid Address Numbering System and the older, non-conforming sections will be renumbered.
- C. New subdivisions adjacent to or in the immediate vicinity of existing subdivisions will be assigned house numbers within the Grid Address Numbering System and the other non-conforming areas nearby will be renumbered.
- D. When renumbering house numbers on a street, the last two digits of current house number will be retained whenever practicable.
- E. Whenever numerous changes are to be made in an area, careful consideration will be given to the most appropriate time to make the changes, i.e.,

Prior to March 31st of each year to coincide with individuals' and businesses' requirement to register automotive vehicles;

After June 15th to preclude local school officials from having to change student records during school year;

After January 1st to prevent adding to the holiday burden on the local post office; and

Changes should not be effected from August 17 through September 25 and from October 5 through November 11 of every even year during which periods voter registration books are closed during an election year.

- 4.52 Whenever a house number is to be changed, an official notification of each proposed change will be mailed to the occupant and/or owner of property being renumbered, indicating new number; legal description or Tax Assessors parcel identification of property; effective date of proposed change and a listing of the Federal, State and County Agencies and utilities which will be informed by the Commission.
- 4.53 Owners and/or occupants of structures on streets schedules only for renumbering will be afforded sufficient time for them to make necessary adjustments. Current postal regulations require delivery of mail to the old address number for a period of two years. Accordingly, the following guidelines will be used for determining lapses of time between receipt of official notice and the effective date of the proposed change:

- A. Thirty (30) days from residential zoned areas;
- B. Sixty (60) days from commercial and industrial zoned property.

- 4.54 Public utilities and interested Federal, State and County agencies, including affected municipal governments and citizens' associations, will be informed of all proposed changes on a need-to-know basis. A current file or list of all offices requiring or desiring this information will be maintained by the Commission. The Commission will publish a roster or listing of all proposed changes that will be distributed in advance of the effective date of the change to all interested offices in order to permit them to change their records. This roster or listing will contain, at a minimum, old and new house number; name of owner or occupant; description of property; and the effective date of proposed change. Other information may be included if it will assist and facilitate other offices in carrying out their responsibility.
- 4.60 Records. A record of each house number assigned or changed will be entered on applicable maps or other media as may be employed for such records and maintained on a continuing and permanent basis.

#### ARTICLE FIVE - STREET NAMES

- 5.00 Origin of Street Names. The Commission shall assign or approve all names of existing or proposed rights-of-way except within the limits of Incorporated Towns of the County.
- 5.01 Owners or developers of land to be dedicated for new public rights-of-way may name the proposed streets in accordance with provisions of the County Subdivision Regulations.
- 5.02 Owners of land, or occupants or owners of structures erected thereon, fronting on an existing unnamed right-of-way may petition for naming of that street in accordance with paragraph 5.10 D, below.
- 5.10 Selection of Street Names. To avoid duplicating street names and to effect a uniform system of naming streets, the following principles of street name assignment procedures will be followed to the degree possible:
- A. An extension of an existing right-of-way will bear the same name as that assigned when previously dedicated to the public.



- B. The name assigned to a proposed right-of-way will be the same name as that assigned to the right-of-way directly opposite it on an intersecting street unless the proposed right-of-way runs in a different direction. (See paragraphs (J) and (K) below for exceptions.)
- C. Any street name assigned by this Commission to an existing or proposed right-of-way will not be duplicate name, either in sound or spelling, of any street name already existing in the County.
- D. Street names selected by owners, developers or occupants of structures fronting on existing or proposed rights-of-way must be approved by the Commission to avoid duplicating street names. Proposed street names may be submitted to the Commission by one of the methods:
  - 1. Petition signed by more than 50% of those residing on the street;
  - 2. Selected names shown on an approved preliminary subdivision plat;
  - 3. Written or telephone requests for reservation of selected names.
  - 4. Personal visit to the Commission to request reservation selected names.
- E. A one intersection circular street will bear one name.
- F. To maintain the hundred block continuity within the Grid Address Numbering System, a circular street with more than one intersection may be designed "north" and "south" or "east" and "west" when its distance will encompass two or more hundred blocks. Examples: "Drafter Circle-West" and "Drafter Circle-East"; or "Park Turn-North" and "Park Turn-South".
- G. A cul-de-sac or any similar type of circular right-of-way with less than five parcels of land fronting thereon will bear the same street name as the intersecting right-of-way.
- H. When practicable, those named rights-of-way entering the county from either Anne Arundel County or incorporated towns will bear the same name. Close coordination and cooperation with appropriate offices responsible for street naming will be maintained.



- I. When practicable, those rights-of-way leaving the County and intersecting named rights-of-way in Anne Arundel County will bear the same names. Close coordination and cooperation with appropriate offices responsible for street naming will be maintained.
- J. Whenever a major or historic right-of-way artery crosses the zero grid hundred block (Solomon Island Road) within the Grid Address Numbering System "north", "south", "east" or "west" may be designated as suffixes as it crosses the intersecting zero grid right-of-way in order to distinguish between the same hundred block number on the major or historic named right-of-way.
- K. Whenever other than major or historic rights-of-way cross the zero hundred block within the Grid Address Numbering System, they will bear different names when they cross the zero grid intersecting rights-of-way to avoid duplicating hundred blocks on the same named right-of-way.
- L. When a choice is to be made between selection of "Avenue" versus "Street" as a suffix to right-of-way, the following principles will normally apply:
  - 1. Use "Avenue" when the street runs north/south.
  - 2. Use "Street" when the street runs east/west.
- M. Project street names may be applied to nondedicated private rights-of-way through apartment, commercial, industrial, or trailer park complexes whenever the quantity of structures to be erected therein will duplicate existing or projected hundred blocks within the Grid Address Numbering System.
- N. A right-of-way normally will not be named after a family name residing there.
- O. Normally, names selected for rights-of-way should not exceed 12 letters. Standardization of name plate sizes and letters or numerals printed thereon limit the number of letters to maintain uniformity of County street signs.

X

\* 5.20 Street Name Changes. The name of any existing dedicated right-of-way in the County may be changed by the occupants and/or owners of property fronting thereon at any time, providing a petition, signed by more than 50% of those affected is submitted to the Commission requesting and justifying such change. (See paragraph 5.01D). The petition will include the legal description of the property and the current mailing address of each signer.

\* 5.21 To eliminate unacceptable duplication of street names and to effect a uniform system of changing street names, the Commission will adhere to the following principles of street renaming procedures to the degree possible.

- A. Conduct a survey of all streets in the County to determine which street names are duplication in sound or spelling. The duplicated street name(s) with the fewest residents fronting thereon may be changed. Changes proposed by the Planning Commission shall be prepared by Election District, and a public hearing relating to such changes advertised and held in accordance with procedures established by paragraph 6.20.
- B. When the number of residents fronting on duplicate named streets are substantially equal, the street with the earliest dedication will retain its name and the remaining names changed.
- C. Whenever a dedicated, existing named right-of-way is relocated, the by-passed portion or portions will be either renamed or the prefix, "old" added before the surname. However, if it is more practical and logical, the relocated portion or portions should be renamed to avoid the necessity of changes for residents fronting on the by-passed portion or portions of the existing right-of-way, especially if they have previously had their address numbers changed and brought into the Grid Address Numbering System.
- D. Existing numbered streets which do not conform to the Grid Address Numbering System hundred blocks shall be renamed when the hundred block on an intersecting right-of-way does not coincide with the numbered street.
- E. When practical, rights-of-way having dual names will be changed by eliminating one of the two names assigned.

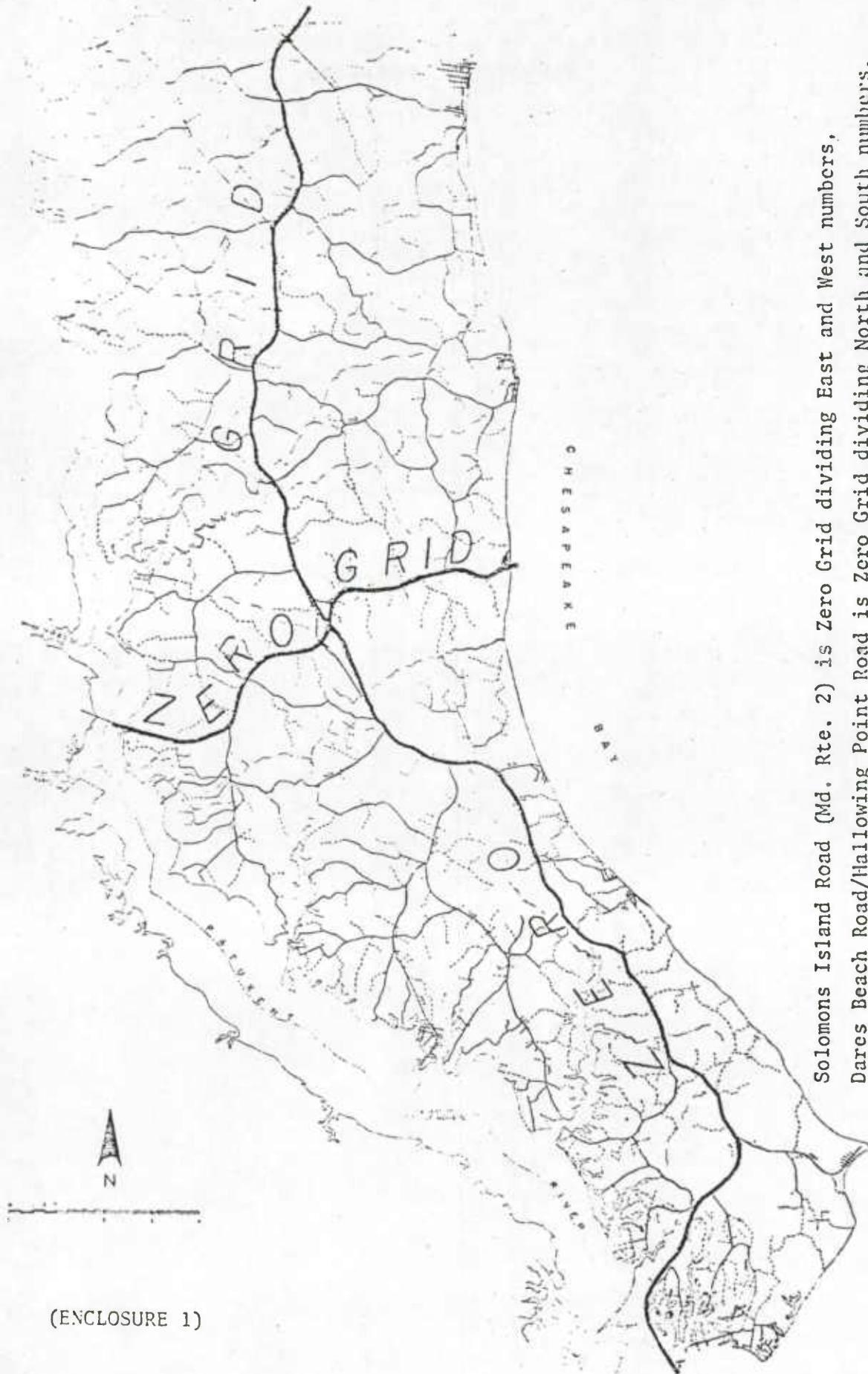
6.20 Changes and Amendments. These regulations may from time to time be amended or repealed by the County Commissioners. Any person or officer, department, board, commission or bureau of the county may petition for such change or amendment; however, no such change or amendment shall become effective until after a public hearing in relation thereto, at which parties in interest and citizens shall have an opportunity to be heard. At least fifteen (15) days notice of the time and place of such hearing shall be published in a newspaper of general circulation in the County. The County Commissioners shall, prior to any public hearing, refer all proposed changes and amendments to these regulations to the Planning Commission for report and recommendations.

6.30 Appeal. Under provisions of Article 66B of the Annotated Code of Maryland, any person or persons, jointly or severally, aggrieved by a decision of the Commission, or any taxpayer, or any officer, department, Board or Bureau of the County may appeal the same to the Calvert County Circuit Court in a manner as set forth in Chapter 1100, Subtitle B of the Maryland Rules. The decision of the Circuit Court may be appealed to the Maryland Court of Appeals.



# GALVIER COUNTY

## REFERENCE MAP FOR ESTABLISHMENT OF HOUSE AND BLOCK NUMBERS



Solomons Island Road (Md. Rte. 2) is Zero Grid dividing East and West numbers,  
Dares Beach Road/Hallowing Point Road is Zero Grid dividing North and South numbers.  
Odd numbers will always be on the right as they become progressively higher.  
Hundred blocks are ten (10) to the mile; thus, a house number such as 3001 should  
be on the right side approximately 3 miles from Zero Grid.

(ENCLOSURE 1)





THE CALVERT COUNTY PLANNING DEPARTMENT  
COURTHOUSE  
PRINCE FREDERICK, MARYLAND 20678

TELEPHONE 535-1600 X38

☐ NOTICE OF HOUSE NUMBER ASSIGNMENT

☐ NOTICE OF CHANGE OF HOUSE NUMBER AND/OR STREET NAME

NEW NUMBER \_\_\_\_\_ NEW STREET \_\_\_\_\_

LOT \_\_\_\_\_ BLOCK \_\_\_\_\_ SUBDIVISION \_\_\_\_\_

EFFECTIVE DATE \_\_\_\_\_

In case of change of address and/or street name, this office will notify the following utility companies and public agencies of your new address:

Southern Maryland Electric Corporation  
Baltimore Gas & Electric Company  
U. S. Postal Department  
C & P Telephone Company

Sanitary Commission  
County Control Center  
County Assessor's Office  
Board of Election Supervisors

County Treasurer's Office

Please provide your property with the new number. Your cooperation in effecting the above house number and/or street name change will be appreciated. Any inquiry concerning this matter may be directed to the House Numbers and Street Names Section, County Planning Office.

(Signature) \_\_\_\_\_

PLANNING OFFICE

(Date) \_\_\_\_\_

OWNER OR OCCUPANT

PRESENT NUMBER

POST OFFICE

ENCLOSURE (2)



(301) 535-2348

December 5, 1986

MEMO FOR: See Distribution Below

SUBJECT: Change or Assignment of Road Name, Calvert County

Under the provisions of paragraph 5.24 of the County Subdivision Regulations and/or the provisions of paragraph 5.20 of the County Ordinance for the Naming and Renaming of Streets and the Assignment of Address Numbers, the following change or assignment of street name(s) was approved by the Planning Commission on April 16, 1986:

<u>New Name</u>	<u>Old Name</u>	<u>Election District</u>	<u>Subdivision</u>
-----------------	-----------------	------------------------------	--------------------

A plat or tax map extract (Map 21) showing the affected road(s) is attached for your information.

It is requested that maps, records and reports of your office pertaining to the reference road(s) show the new name(s) as approved.

Sincerely,

Frank A. Jaklitsch, Secretary  
Planning Commission

rec

Dist: Post Office  
State Assessor  
Board of Education  
Control Center  
Election Board  
County Engineer  
C&P Telephone Co.  
SMECO/BG&E  
Public Facilities & Services  
Applicant



The Harvard Library  
Safety Deposit Box

Unopened

Volume 10, No. 1

# Expanded Notes

①

Carroll County Planning  
Westminster, MD  
1-848-4500 - General #

Jenny Taylor checks street names

Redesigning street renaming policy now.

## New streets:

Developer will name these - call her up to select of names. She is checking, etc. primarily for duplication. → have an inventory of all roads. Prefer Drive + Lane reserved for private rds, Court for a cul-de-sac, Street + Blvd for the county <sup>to-be</sup> roads.

Simultaneously, plan is presented to the Advisory Committee - includes

- Central Gov.
- Dept. of Health
- \* - Bd of Educ.
- Zoning office
- SHA
- Permits office (Grid Coord. office part of this)
- Soil Conservation <sup>State</sup> <sub>County</sub>
- Dept. of Public Works
- Bureau of Utilities
- \* - BG + EI
- \* - C + P
- Client
- \* Barely attend, if have input, usually
- \* up their concerns.

Will indicate if can or can't provide service, mainly.

Once is revised, finalised & approved,  
goes to the Planning Commission (6 lay  
people ~~text~~ <sup>member of</sup> City Commis. office)  
w/ Planning Office's recommendation.

There is no legal requirement to hold a  
hearing - people can voice concerns  
to Planning Commission or Planning office.

Once OK'd - goes to

① Final Plat review - fine tooth combing of  
the plan +

② similar submittal - signed copy into  
land records - cc to Engineer/Developer  
his client. , + all of Advise. Committee groups

P.O. gets info from the Permit's office  
Grid # Coord Division

W/renaming

Order must be signed by all on the  
road, presented to Dept of Public Works.  
They review for duplication or probs, to  
be sure all w/ interest - those on the road in  
question - know. Then approve if all OK.

Committee to review the street -  
naming policy is meeting & probably



(1)

will be revising the policy.

Committee =

- Grid Coord. Of. Indiv.
- Permits + Inspect. Off.
- Public Works Of.
- Planning Office
- Rep. from Cty. Comm. Of.

May decide a request for name change must go thru a formal hearing.

Have had probs. w/ fact that not all who should have been notified who were on the particular st. to be renamed were actually notified, so they came in later w/ objections. Trying to make req't that have public hearing so is less chance of this happening.

Requests have primarily initiated by the citizens. Where city changed - was done for safety reasons eg. Fire Co. apprd. just publ. of street so they changed immediately + notified street residents later.





4/28/87

Carroll County Planning  
Westminster MD  
1-848-4500 - General #

Jerry Taylor - run st. names by her  
Redesigning policy now

Developer will name - call up select. >  
duplication - inventory. "Dr" - Private.  
St, Blvd, "Lane" -> private rd.  
call - de - sac - "Court"

Committee to review this  
Grid Coord. person  
Permits & Insps. office  
Public Works  
Planning Office  
City Comm. for  
Plng. office

Street naming Policy ->  
Renamed - plat allow rd. & come  
up w/ names - sign ->  
must go before public hearing now

Approve Dept. of Public Works -  
check have majority order.

Reviewed -> ① Sub + Advis. Com Mtg. -  
Heck -> all city review -> 6-10 - Health - SHH

Carroll City Plng + Zoning - Bd. of Ed - Zoning Office  
- Permits (Grid Coord. office)  
- Soil Conserv. - State

Permits Office >  
Grid # coord. - P.O. gets  
info from this office  
get final plat

- Dept of Pub Wks  
- Bureau of Util.  
- BG + Ed. > can  
- C + P or Comt  
provide service



Once all approve can present  
to Planning Comm. → 6 lay people  
/ ex offic. member of City Comm.

No legal need to have public hearing -  
voicing concerns

- ① Final Plot review - fine tooth combing  
of plan.
- ② Miller submitted - signat. in land records  
Engineer / client

4/28/87

Charles City Pkg Office - 7-645-0590

La Plata, MD

Public Works

Lori Shirley

Put on Plat - Asst. Dir., Asst. Planner

Distributor to Health Agency

Dept of Public Works

Storm Water

DOT (Access Control)

(Admin.)

Technical Review Comm. - different agencies -  
developers + client have chance to go over concerns

Representatives from - Vol. Fire Dept.  
- Soil Conservation  
+ - Bd of Educat. are there

Concern: Duplication of names - is only one.

Have a Sewer Capacity Waiting List

Once Planning Commis. - recommends the approved  
preliminary plan, then developer can be  
put on a waiting list for sewer service if are  
in area for sewer avail. - Matawoman treatment

Will be able to supply 10 mll. gal/day by Jan. '88

for residential-only waiting list.

Comm. & indust. - use less sewer  
than residential  
Service delivery - Resid - \$1.25 - cost to taxpayer  
Comm. - \$1.60 - cost to taxpayers



City. Commis. could hold a hearing)  
Rt. R. Renaming

Not a formalized procedure - has not  
happened & if does, will probably  
constitute the Commis. holding a hearing.

Garrett Cty Planning  
Oakland, MD

Cty. Roads Dept  
1-334-3988

Terry Spear

Remarks

People come in to the office to request name changes  
to personal names

Don't allow to change because of neighbor  
Conflict. Duplication is checked. If isn't ok,  
can petition the County Commissioner.

The Commission supported the Rds. Dept.  
the one time there was such a request.

Naming

Pub. Advert. - hearings → inclus. ofrd. in the  
Exst em.

Distributed to Central Services

- State Police
- Sheriff's Office
- Post Office

Util. find out through developer

Dupli. is major concern w/ naming) Naming







# Expanded Notes

4/28/87

Harford County  
1-838-8000

New street name - presented on plans  
by the Developer. & then reviewed by  
the Development Committee - Fire &  
Ambulance Assoc., BG & EL., Public School  
Dept. of Public Works, Parks & Rec., <sup>(Bob Lynch, Access Permits)</sup> S.H.A. Engineers &  
others are at this meeting - all have own concerns  
& will provide their input & advice  
to developer/engineers. <sup>(State Roads - Requests for change)</sup> Have been presented as bill  
in the Senate when legis. is session.

No limitation on name length - cannot  
be a duplicate or sound like another already  
in use. Encourage use of names around theme.  
Then make final distribution of the Plat  
to: P.O.

BG & EL.

Sheriff's Office

Central Alarm - Fire & Police

Bd of Education

Parks & Rec.

S.H.A.

Dept. of Public Works

C & P

Dir. of Planning replaced the Planning Commission

W/renaming

Dennis Sigler - ext. -384. W/County Rd. -

present request at County Council mtg.  
(is a legislative body) vs Administrative  
body (such as Public Works). Also, scenario  
occurs when State Hwy. turns a road over  
to the City & State has given it a # on the  
name. Have received only 2 requests to rename.

Other agencies will know of the remaining  
bearing thru newspapers at County  
Exec. Mtg. - Dir. of each Dept. is there  
& the County Executive will advise  
of this along w/ other items. They will  
then advise their own.

official notice is sent to all  
residents on the street.



# Harford County Planning + Zoning Office

1-838-6000

1-879-2000

Naming streets - is presented on  
plans by the Developer + then  
reviewed by Planning Bd + to Ring <sup>Streets</sup> ~~Planning~~ Committee  
Fire + Ambulance Assoc. B & + Elv, <sup>Public</sup> Schools,  
Dept. of Public Works, Parks + Recs, + BMA  
Distribution - Final Edit. - <sup>Post office</sup> ~~Post office~~  
Any limitations on these names - length,

Engineer + Client

all have own concern

Bob Lynch (Access Permits)

Check prior dupli. - phonetics -  
no limit on length.

(No Planning Commis.)

Hearing thru Dept of Public Works.  
Dennis Bigler → ext 384

Dir of Planning replaced Planning Commis.

Planning/Advis. Bd - review various  
budgets - not

Post Office  
3 & Elect

Sheriff's office +  
others noted above



Remanning - county Rd. - approved  
thru Dept. of Public Works -  
research for dupli. present to  
At County Council → legislative  
body vs. Admin.

approve & not → Jarrattville Rd. -  
may go change to Mary Ristean -  
OK

Privates → can be simple

State Hwys. - will turn over to them -  
they rename

Rt. 24 - state maintained  
mtg. City of each Dept. is there  
City Exec. - Dept. Head will mention  
at this meeting  
Offic. notice sent to all residents  
on the street.

## Expanded Notes

2  
Kent County

Chestertown, MD

778-4600 - Kent County Planning & Plumbing  
Gail Webb, Plng. Director

### Naming new streets

Developer picks name - approved on plans

Do not contact anyone - is a town of only  
16,000 people. If something is happening  
everyone knows anyway - like Post office.

### For renaming streets:

(Janice Fletcher  
Commissioner's office)  
778-4600

Person must sign a petition, which is  
presented to the Planning Commission  
at a hearing. Most are renamed as  
requested.

\*Krythen) Contact Central Alarm

County Roads office reviews it to be  
sure there's no duplication.







4/27/87

Courthouse

778-4600 - Kent Cty Plng. + Planning  
~~758-2321 - main # - front~~

Kent Cty  
Chestertown, MD

Dail Webb - Plng. Dir.

Developer picks name - approved on  
plans

adjacent prop across

convenient land names

For renaming, Cty Comm. - hearing

(Jarvis Fletcher - Comm. office)  
778-4600

Office will know - don't <sup>(no distribution</sup> notify anyone - is)  
a town w/ 16,000 people

For renaming  
Cty. - signed petition send to  
Comm. - hearing - many do turn  
911 - Bd → Central

Cty Rds. office reviewed to be sure  
there is no duplication





Expanded  
Notes

4/27/87

(1)

Montgomery County

Fred Flaherty

Development Review Desk

1-495-4613

New names

Engineers/surveyors contact him before submitting on the Plate (if possible) to review names - he checks for duplicates/<sup>similar</sup> name width. Prefer to be less than 18 characters tho can be wider, but isn't advisable since sign is too long & can unbalance easily - wind can knock over easier.

Is imp't to not be too long when need to abbreviate - eg: computer cos. would need to know exact name to return, & unless know its abbreviation, will have to guess at it in order to locate.

Will contact Emergency Services (Fire, Police) & send cc of Plate to Bldg Permits Office  
WSSC (Wash Sanit & Sewer Commis.)

DOT

PEPCO

C & P

Dept. of Env. Prot.

The Post Office have begun coming in to photo their address maps.

Renames - most occur because of realignment. Some are because want person honored so request the renaming. He will initiate the request if is for realignment reasons. (This is ~ 90% of cases)



People will approach him he can discourage  
but they can still approach the Planning  
Bd w/ a petition - they meet monthly -  
+ they will ask his recomendat., but  
sometimes Plng Board decides against him  
His criteria is it must be "in the  
public interest", not for a frivolous reason  
like they don't like the sound of it. It's  
costly to change - (1) Costs taxpayers \$, +  
(2) time - consuming. It must be changed  
in at least 45 different places.

eg: Land Records  
Amer. Auto Assoc.  
SHA  
Construct Code  
C + P

Wash Gas + El

Habres + Co

Police Communications

(He keeps this distribution like a pack of cards)  
He may approach people or they can  
approach him. If only a few are involved,  
can do the change + nothing. Also, where  
more are involved, he'll send them a  
letter regarding intent to change. They have  
30 days to send in their response. He then  
contacts them again w/ info re the date  
for meeting to discuss this reworking.  
There is usually a good turnout for these  
meetings.

He discourages people naming road after  
people. Feels if let one do it, all will

Expanded Notes

4/27/87

request it. Feels it is a cold way to honor a person. Eg. w/ Byrd Rd. people wanted to change it to Robert H. Hall Rd. Rd had been named about 30 yrs. ago. People wanted to honor it w/ name of a man who'd financed much of the rebuilding of the area around the road. He suggested they name a Park after him - something not "blue", & this worked.

He has to process ~ 20-25 new street names / month. Has a list of possible names someone can use if they need suggestions. Helps eliminate the checking stage for dupes, etc.







4/27/87

# Notes

Montgomery City

495-4605

Plng. Bd., Chairman

Fred Flaherty

Devel. Review Desk

(recording)  
call back  
later

1-495-4610  
- 4613

→ Surveyors for subdiv. plats  
duplic. or photostatic

Used to be 1/8 char. wide - now can be longer, but not  
Abbrev.

Fire Dept. →

Emerg. Services

PO has come in & started copying  
our address maps.

---

W/ Rec names → Petit. Plng Bd. →  
monthly -

Criteria - is it in "public interest" -

must not be "frivolous" - "reason, eg: I don't like it" - some have  
to change it in at least 45 different places.

eg: Land Records

Amex. Auto Assoc.

SHA

~~Det. W~~

Construct Codes

~~Det.~~

C + P

Wahner & Co.

Wash Gas & Elect.

Police Communicat.

~~Det.~~

Belg. Permit aff  
US<sup>30</sup> Comm.  
DOT  
PEPCO  
C+P  
DO Env Prot.  
Contact respective  
Counties

Non-standard names  
and was to loop, didn't  
happen, so

Notify each person on str. if want  
to do self admin. -  
30 days to notify if a problem -

Names after people - try to talk  
them out of it - Financed a part of  
the Community

Robert H. Hall Rd from Byrd Hall -

Don't encourage - str. named after  
someone is rather "cold" → name  
it after a  
Park

If one does, all will want to do.

must do  
20-25 new str./month.

Have list of possible names someone can use  
if they ask for suggestions.



# Expended Notes

4/28/87

PG County

MD Nat'l Capit. Park & Planning Commission

1-952-3196

Mr. Rodney I. Bowling

## Rd Naming

W/ a newly developed area, the owner/developer suggests names to the Office. Cannot be duplicate, similar, spelling, phonetically similar. Can be to ~ 24 letters with Court, Way, Town, St., Ave., Blvd., Dr., Lane

The Plan is reviewed, finalized & then distributed: Assessment Office

P.O.

Bd. of Ed

Central Services

Communication Services

C & P

B G & E

Wash. Gas

PEPCO - Potomac Elect. & Power Co.

WSSC - W. Sanitat. & Sewer Commis.

Appropriate municipalities.

Renaming Street - a petition is drawn up by residents, occupants or property owners on the street in question wherein the new name is mentioned. It is presented for review. More than 50% of those affected must sign the petition. It can be proper names though not the full name. E.g. Bowling Blvd. vs. Rodney I. Bowling Blvd. The Park & Planning Commission is Advising it can



approve the request, which is the first  
step. If disapproved, petition can be  
brought to County Council Mtg. or Com. is  
Chairman & a hearing held. If OK'd,  
is then distributed to the same list a  
new name st. went to.

4/28/87

PG Cocanville/  
MD Nat'l Cap. Park + Plng. Commission - Reviewing  
1-952-3195 - applied for  
County  
Rodney I  
Mr. Bowling  
- 3196

Newly dev. area - dev./owner - suggested  
names → reviewed dupli'd, similar  
sp. phonetics → ~ 24 letters  
Court, Way, Turn, St., Ave, Blvd,  
Drive, Lane.

Plans → reviewed - State Hq. Admin.  
Dev. brings plan to various Urban Des.  
agencies - DOT

Utilities

later made aware by  
Builder + Commission office

Recorded on plat → Assess + Tax. Bd of Educ.  
Central Sew.

Comm.

Util. - C + P

- BG + El.

Wash Gas

PEPCO → Pot. Elect. + Power  
Co.

WSSC

Wash. Sanit. + Sewer Cons.

Approp. Muniv.

to internal agency  
+ office  
County



Ref. call

H. add.

14741 Gov. ~~Dr.~~ Oden Bowie  
Dr.

Room #

Remarks

Acting drawn up read, occupy  
prop number of prop effected -

Ident. names → present for  
review - more than 50% effected

Not the full name - OK w/ one  
name. Com. is Advisory Grp. to

City - can go to Com. Chairman  
or City Council only if Adv. Com. rejects sugg.

Commiss. made. If Adv. Grp. says  
OK, then goes thru w/out a hearing.





**Maryland Department of Transportation**

State Highway Administration

William K. Hellmann  
Secretary

Hal Kassoff  
Administrator

April 29, 1987

Mr. Rodney I. Bowling  
Maryland National Park and  
Planning Commission for  
Prince Georges County  
County Administration Building  
14741 Governor Oden Bowie Drive  
Upper Marlboro, MD 20772

Dear Mr. Bowling:

As per our telephone conversation today, I will appreciate receiving a copy of the Distribution List of agencies which receive the information that a street has been renamed or assigned (which includes such agencies as the Post Office, C & P, Central Services, etc.). As I understand it, this same list is utilized whether a street has been renamed or just assigned a name.

If you have any questions regarding my request, please contact me at the number indicated below. Thank you for all your help.

Sincerely,

Katherine J. Pezeshki  
Research Statistician  
Bureau of Highway Statistics

My telephone number is 333-1324

Teletypewriter for Impaired Hearing or Speech  
383-7555 Baltimore Metro — 565-0451 D.C. Metro — 1-800-492-5062 Statewide Toll Free  
P.O. Box 717 / 707 North Calvert St., Baltimore, Maryland 21203 - 0717



Wicomico County

4/27/87

Salisbury, MD 1-548-4860

Mr. Livingston, Director

Re Naming

Submit on subdivision plat

Planning Commis. can deny or approve

No guidelines (# of letters for st., etc.)

Re naming - up to Dept. of Pub. Works (?)

Will present <sup>to the</sup> City or Cty. Council - meets 2x a month -

He mentioned will get quite a turnout. 2X's requests  
In Memo will indicate what change were submitted & both  
were approved.

(Majority vote will change the name.)

w/ Cty. - Kurt Banks - Cty. Rds. Engineer

(548 - 4872)

Send Council <sup>meeting</sup> Mins. to Post Office  
(where decision was made)

Bd. of Elect. Supervisors  
(III) Central Alarm - they notify  
Fire Co.,  
Ambulance, etc.

Developer would contact  
them the Util. Cos. before  
blacktop even laid as they  
need to do their work prior  
to final paving of the road.





12/14/87

## Counties to Research

- ~~Somerset~~ ✓
- ~~Halbot~~ ✓ DEBORAH BAUER NO LONGER IN OFFICE
- ~~Dorchester~~ ✓ CALLING <sup>THOMAS</sup> BACK 12/14
- ~~Caroline~~ ✓
- ~~Howard~~ ✓ SENDING PACKAGE - rec'd
- ~~Milegong~~ ✓
- ~~St. Mary's~~ ✓
- ~~Worcester~~ ✓
- ~~Anne's~~ ✓ <sup>PERKEL</sup> CALLING BACK 12/14
- ~~Cecil~~ ✓
- ~~Washington~~ ✓
- ~~Anne Arundel~~ ✓ Osborne Calling <sup>SCOTT</sup> back 12/14
- ~~Frederick~~ ✓





MD. STATE HIGHWAY ADMINISTRATION  
MRS. KAY PEZESHKI, BUREAU OF  
HIGHWAY STATISTICS

707 N. CALVERT ST.  
B, MD. 21203

Conducting research survey to determine the procedure  
naming roads. (County) and renaming.

1) Somerset County : 651-1424 / County Roads DEPT. 651-1930  
Nolan Gind Billy Daugherty

- Procedure - pick a familiar or famous name in  
County or United States

- Renaming they send request to County Planning

- They publish named roads and renamed roads in  
paper. narrow  
Central part

2) WASHINGTON County : 791-3067  
JACK S. HAWBAKER.

- House NUMBERING PROGRAM all naming & renaming is  
Propose assoc. w/ this program  
interface w/ Res. engineer

BASICALLY, ALL ROADS ARE NAMED AFTER A FAMILIAR OR  
FAMOUS PERSON, STATE, CITY, PLACE, ETC.

\* MR. HAWBAKER IS SENDING MORE INFO. RE: HOUSE NUMBER PROG.

3) ANNE ARUNDEL County : <sup>(changed)</sup> ~~224-1476~~ / 280-1476  
TOM OSBOURNE



(6) CAROLINE COUNTY: 479-2230

ELIZABETH KREMPASKY

NAME PLANNING COMM. PLATS

RENAME: PITISCIAT COUNTY ROADS BOARDS

RESOLUTION

SENTIMENT AND AVOID SIMILAR NAME

USUALLY NAME STAYS THE SAME TO AVOID PROBLEMS OF SENTIMENT. & CONFUSION → 30 YRS. AGO THERE WAS A BIG DISTURBANCE RE: NAME CHANGE; ONE PARTY WANTED CHANGE, THE OTHER DID NOT.

> 1. PETITION COUNTY ROADS BOARD → RESOLUTION

2. BASICALLY, THEY TRY TO AVOID NAME CHANGES BECAUSE OF SQUABLES.

(7) HOWARD COUNTY: 992-2350

\* SENDING PACKAGE

~~THOMAS HARRIS~~ AVIN, DIRECTOR

CINDY MANDER

RENAME: WHO INITIATES FIRE DEPT.

CONTACT

(i.e.) Rt. 108

(2) CARLINDA ROADS

NOTIFY HOME OWNERS, PROP.

PLANNING P

MAJORITY TO SAY

INDIVIDUALS NOTICES ARE SENT W/ CHANGE

② HAVE ROAD NAME - NO DUPLICATIONS  
POST OFFICE, FIRE DEPT. CHECK FOR

GROUP 90% AGREEMENT

PLANNING BOARD APPROVAL

ASSUME FINANCIAL RESPON. → DISCOURAGE

2 possibilities





Training Book  
3743

(4) WORCESTER COUNTY: 632-1200

HAROLD MORRIS

Road Eng.

— develop. send copy of plan to eng. for duplic.  
eng. call back director

— Morris Rd. pat. County Commis.

(renaming)

public hearing

Co. Road inventory - amendments

advertisement: pub. hearing

no object. resolutions

advise State, Feds

~~Satter~~

Vic Smullen, 632-2244

→ write to commissioners to request change —  
road revision report if changed

→ if live on Morris Rd., my name is Jones —  
All Morrises have died — there are just Joneses  
left on road → I want to rename road to  
Jones, I'd write request to commissioners for  
change. commissioners → County road inventory —  
for amendments → public hearing announcement  
if passed → State, and Feds. advised of change.

(5) DORCHESTER COUNTY: 228-1700/228-2920 - County Roads  
THOMAS

Result from sub division

developer suggest names of road  
duplications — 911

Residents - sub. proposal, public hearing

Co. commissioners  
yeh / ney

\* Basically  
the same  
response





(8) FREDERICK COUNTY: 694-1149

JAMES SHAW → JIM GOOGLE! RUSHED FOR MEETING

Proposal renaming prelim. plat stage (listings)  
duplicates

street name reserve list - duplicated

COMPARE  
LISTS

resis. change petition to office

50% property owners or street signature  
reasonable reason for change

received petition → public hearing  
county commissioner approval

(9) Cecil County: 398-0200 (x; 144)

Michael Pugh (Vacation) Don Hallogren

RENAMING Co. Comm. make motion to rename

residents & prop. owners notified

new roads - developer's suggestion to Co.  
Commission

(10) Queen Anne's County: 758-1255

BARRY PERKEL

streets can't be duplicated

JIM WRIGHT - PUBLIC WORKS 758-0925



St. Highway Ad.

(11) St. MARY'S County : 475-5621

Frank Gerned / 863-8400 MORRIS / CINDY

Renamed : petition Board Comm.

Signed by residents; Agreement of  
road change

new Road - named picked by people

check against list for duplicates →

petition → Board again if passed...

County adopts road & everybody's happy"







# Maryland Department of Transportation

The Secretary's Office

3	Becker	10/4/85
2	Dodson	
1	Landon	
	file	
	discuss w/me	
✓	information	
	follow-up	

Harry Hughes  
Governor

William K. Hellmann  
Secretary

September 27, 1985

## MEMORANDUM

# RECEIVED

To: Wayne McDaniel  
Executive Assistant - Transportation

OCT 1 1985

From: Elizabeth K. Moser *EK*  
Deputy Director  
Office of Policy and Program  
Analysis

BUREAU OF HIGHWAY  
STATISTICS

Subject: Criteria for Naming State Transportation Facilities

Attached as per your request are Maryland Transportation Commission guidelines for naming transportation facilities. As you will note, these guidelines were adopted by the Commission in August, 1973.

I checked with Tom Neukam (SHA, Highway Statistics) who tells me that there are no historical files kept on names of facilities, and that he cannot find any examples of SHA-rehabilitated structures which retain the same name after rehabilitation. Many bridges are not named after people, but are named for the geographic features for which they are built (i.e. the Susquehanna River Bridge, the Sharptown Bridge, etc.).

I talked also with Tom Freburger at the Maryland Transportation Authority; he was more helpful. He gave as an example the William Preston Lane Jr. Memorial Bridge, which retained its name when a second span was added, (in 1952 it was dedicated as the Chesapeake Bay Bridge; in 1967, it was renamed as the William Preston Lane Jr. Memorial Bridge; and in 1973, construction of the second span caused a rededication of the bridge with the same name). He gave an additional example: the Governor Harry W. Nice Bridge over the Potomac River on which a major rehabilitation of \$17.5 million is just being completed. He does not expect the bridge's name to be changed. The Harbor Tunnel is another "no-name," so the extensive reconstruction there won't affect the issue you are trying to resolve.

Sorry I can't be more helpful.

EKM/lbs  
Attachment  
cc: T. Freburger  
T. Neukam

My telephone number is (301) \_\_\_\_\_

Telephone TTY For The Deaf (301) 859-7227

Post Office Box 8755, Baltimore-Washington International Airport, Maryland 21240-0755





GUIDELINES FOR NAMING HIGHWAY FACILITIES IN MARYLAND

- 9/50
- I. For purposes of definition, highway facilities shall include bridges, tunnels and rest areas on or along State-owned highways.
  - II. The selection of any name for any highway facility in the State will be drawn from one of the following categories:
    - a. Distinguished and deceased citizen of Maryland.
    - b. Historical events for which the State is unique or historical events with which the State is associated.
    - c. Aspects of Maryland life which are unique or clearly associated with the State.
  - III. In designating a particular facility to have a given name, the above categories shall be further refined so as to distinguish between an Interstate, State Primary and State Secondary Highway. Such further refinement shall be based on the following criteria.
    - a. Interstate

The name of any distinguished and deceased citizen, historical event and aspect of Maryland life shall be such as to reflect that such designated name is known to have National significance and recognition.
    - b. State Primary

The name of any distinguished and deceased citizen, historical event and aspect of Maryland life shall be such as to reflect that such designated name is known to have Statewide significance and recognition.



GUIDELINES  
III. contd

c. State Secondary

The name of any distinguished and deceased citizen, historical event and aspect of Maryland life shall be such as to reflect that such designated name is known to have Local (by county, but can encompass more than one county) significance and recognition.

IV. The Maryland Transportation Commission shall consider any and all recommendations for naming highway facilities in Maryland in accordance with the guidelines adopted by the Commission. However, it shall request that the recommendation of any official, citizen, or group of citizens have the endorsement of elected officials as indicated below:

- a. Interstate System - a majority of the Maryland Congressional Delegation or a majority of the members of the Maryland General Assembly.
- b. Primary and Secondary Systems - a majority of the governing bodies of the subdivisions through which the highway passes, a majority of the members of the Maryland General Assembly from those subdivisions through which the highway passes, or a majority of the Maryland Congressional Delegation from the subdivisions through which the highway passes.

ADOPTED:  
August 1, 1973



